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Central Intelligence Agency

Washington, D.C. 20505

Executive Registry

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Executive Director

5 October 1988

NOTE FOR: Chairperson, DCI Area Secretarial/
Clerical MAG

SUBJECT: Appreciation for Job Well Done

Peggy -

I have just finished reading your report on the work done during the past year by the DCI Area's Secretarial/Clerical Management Advisory Group, and want to commend you for a job well done in your capacity as Chairperson. In addition to the specific accomplishments mentioned in your report, I believe you and the other MAG members serve as an important communications link between me and other DC area managers and the DCI area secretarial force.

I hope your successor will be able to accomplish as much in the future in this important area as you and your colleagues have during the past year. Again, many thanks for a job well done.

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cc: DD/ICS

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Secretarial/Clerical

24 August 1988

MEMORANDUM FOR: Director of Central Intelligence
Deputy Director of Central Intelligence
Executive Director

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FROM: [redacted] Chairman
DCI Secretarial/Clerical Management Advisory Group (S/C MAG)

SUBJECT: Annual Report

1. This report spans my tenure as Chairman of the S/C MAG (November 1987 - August 1988). In the interest of brevity, it presents our activities in summary form. Nevertheless, as you can see, this has been a very busy year for the S/C MAG with a number of significant accomplishments. Much of this success resulted from the hard work of the members of the S/C MAG complemented by the supportive cooperation of various senior managers in the Agency.

A. ACTIVITIES

- o Running the Secretary of the Year Program.
- o Monthly meetings to discuss any topics brought to the attention of the DCI S/C MAG. Some new areas discussed were: two-year associate degree program with Central Texas College, holding the OTE Quickhand course at Headquarters to reduce the time away from the job to attend the course, participating in evaluating the Performance Award System, and hiring of secretaries at the IS-03 level.
- o Working with OTE to update the Agency Handbook [redacted] and to provide input for the secretarial course being designed for new Agency secretaries.
- o Periodic discussions with the DCI Area Secretarial Coordinator and the Secretarial Program Coordinator from the Office of Personnel on changes being made and/or being considered to the Intelligence Secretarial (IS) System, and other secretarial issues. As a rule, the S/C MAG held follow-up meetings to review the topics discussed and provided PMCD with written inputs.
- o Review of all Agency suggestions that involve secretarial matters for the Awards Branch, Office of Personnel.
- o Working with the Inspector General's office on their review of the IS system.

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B. ACCOMPLISHMENTS

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- o Successful running of the 1988 Secretary of the Year Program. This year there was an increase in the number of nominations from 73 to 104. Because of the support given by the DCI, DDCI, ExDir, and other Agency managers in consort with a very qualified guest speaker [] there was a significant increase in the number of attendees at the ceremony over previous singly run ceremonies.
 - o Working with the DDA's front office, was assured that the Intelligence Secretarial (IS) Notices and other pertinent notices that formerly were not being sent to the field would be sent as field notices.
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o Completed review of the first draft of the revised secretarial handbook to replace []. This is a continuing process and the MAG will be working with OTE to ensure that the Directorate and DCI Area front offices' secretaries have final concurrence before it is published.
 - o Worked with OTE to make the Quickhand course more accessible to more Agency secretaries, especially since this is a requirement for promotion to IS-04; this action has not yet been completely finalized.
 - o Made some suggested changes to the IS system that were adopted.

C. RECOMMENDATIONS

The S/C MAG should:

- o Continue present contacts with the Secretarial Program Coordinator of the Office of Personnel and continue attendance by the Chairman or her representative to PMCD's Secretarial Policy monthly meetings.
- o Keep addressing areas of concern in the IS system--hiring of IS-03 secretaries, placement of new IS-01s, the Performance Awards, training requirements, etc.
- o Follow up on suggestion made to PMCD that it may be more appropriate to hire the experienced secretary at a higher step at the IS-02 level rather than at the IS-03 level. (Present policy precludes hiring higher than IS-02/Step 9.)
- o Continue working closely with the DCI Area Secretarial Coordinator.

- o Continue working closely with OTE.
- o Keep running the Secretary of the Year Program. Review the process, ensuring that it is as fair as it can be. There are areas that may be refined. Invite the Directorate Secretarial Coordinators to a meeting to discuss their views of the program.
- o If possible, increase the amount of the award for the Directorate and DCI Area winners of the Secretary of the Year Awards from \$1,000 to \$2,000. (The \$5,000 for the overall winner seems fair at the present time.)
- o If possible, send a representative (possibly the Vice Chairman) to the MAG meetings.
- o Ensure a variety of members on the S/C MAG to include IS-02, IS-03, and IS-04 secretaries.
- o Have S/C MAG members exchange and gather information on secretarial conferences that are being held and share information on program, successful topics, where held, length of time, cost, points of contact, and similar criteria.

2. Serving on the DCI Secretarial/Clerical Management Advisory Group has been a rewarding experience for me. Although there were times when it was really "not convenient" for me to be away from my office, I felt that the time spent was very worthwhile. The new Chairman will be [redacted] Office of the Comptroller, 7C21 Headquarters, [redacted]. If there are any questions concerning this report, I can be reached on [redacted]

cc: [redacted] Advisor
[redacted] Chairman-Elect